

**City of Chicago  
Department of Aviation**

**Emergency Operations Plan**

**Annex P – Volume 1  
Hazard Specific Sections**

**O'Hare International Airport**

**Preface**

These hazard specific appendices provide instructions regarding the actions to be implemented in the event of ; aircraft accident/incident, bomb threat, structural fire, natural disaster, sabotage, hijacking, unlawful interference, crowd control, hazardous material/dangerous goods incident, fire in fuel storage facility, water impact and power failure of movement area lighting.

The wording of the Plan is intended to set forth the responsibilities of various agencies as clearly and as unambiguously as possible. Responsibilities described are normally mandated by city, state or federal statute. All agencies must understand that the ability to successfully respond to any emergency depends on cooperation among these various agencies to achieve a common goal. Where responsibilities overlap, supervisors and on scene incident commanders must be prepared to adjust to the demands of the situation in the interest of the protection of life and property.

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Revision Date: \_\_\_\_\_

FAA Approval: *Diana Wilson*  
FAA Approval Date: 11/16/2011

## Section 1

### Aircraft Accident/Incident

#### I. Purpose

- A. The information contained in this hazard specific appendix is meant to supplement the Basic Plan and Functional Annexes of the Airport's Emergency Operations Plan. It defines responsibilities and describes actions to be taken in the event of aircraft accident/incident at or in the vicinity of O'Hare International Airport.

#### II. Situations and Assumptions

- A. O'Hare International Airport and the main FAA Air traffic Control Tower (ATCT) are in operation 24 hours per day, 365 days a year. Emergency response is maintained at Airport Index "E" personnel and vehicles in a continuous ready state, capable of responding to any incident, aircraft or non-aircraft related, at any time by the means of [REDACTED] Chicago Fire Department (CFD) Aircraft Rescue and Firefighting (ARFF) stations, Chicago Police Department (CPD), Aviation Police Department (APD), and operational and maintenance staffing. Planning and response efforts are performed with the intent of providing emergency services to the largest number of people carried on the largest aircraft serving O'Hare International Airport.
- B. The Chicago Department of Aviation (CDA) will organize response and recovery efforts through the use of the Incident Command System and will activate the Incident Management Center (IMC) in accordance with the Basic Plan as support for the tactical on-scene Incident Command (IC).
- C. O'Hare International Airport Serves a wide range of aircraft from small single engine general aviation aircraft to the airport's Index "E" controlling aircraft, [REDACTED].
- D. For the purpose of emergency response, each aircraft accident/incident will be considered a potential hazardous materials incident.
- E. Refer to Annex F ORD Exhibit I for O'Hare International Airport's Emergency Response Map

#### III. Concept of Operations

- A. The Chicago Department of Aviation's strategic concept of operations during an aircraft accident/incident includes the rescue of people directly and indirectly affected, the extinguishment and/or prevention of fire, medical aid and transport, preservation of evidence, protection of environment and property, investigation, and recovery and continuity of operations.
- B. Aircraft emergency events are classified into three (3) categories, which trigger specific response actions on the part of the primary emergency response organizations. These classifications are:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**IV. Organization & Assignment of Responsibilities**

**A. Air Traffic Control Tower (ATCT) Responsibilities**

1. The ATCT is usually the first to become aware of aircraft accidents/incidents and will initiate the required alerting procedures [REDACTED]  
[REDACTED] Other individuals aware of an aircraft accident/incident should immediately notify the O'Hare Communications Center (OCC) and Airport Airfield Operations (AAO) sections. ATCT shall initiate emergency procedures when, in the opinion of any of the following parties, a potential or actual emergency exists:
  - a) The ATCT Supervisor on duty;
  - b) The pilot of the aircraft concerned;
  - c) The operator of the aircraft or his/her representative;
  - d) A representative of the CDA.
2. Alert the CFD via Multiple Alert Telephone.
  - a) Advise type of alarm; Stand-by, Emergency, Crash-Fire.
  - b) If Stand-by Alert, state intended runway.
  - c) If Emergency, direct emergency equipment to a designated area.
  - d) If Crash-Fire, direct the CFD to the scene of the accident/incident.
  - e) Request conformation of information transmitted.
3. Provide as much of the following information as possible:
  - a) Aircraft Identification (flight number)
  - b) Type of aircraft
  - c) Nature of Emergency
  - d) Number of occupants (passengers and crew)
  - e) Quantity of fuel on board
  - f) Runway to be used for landing, if Stand-by
  - g) Presence of hazardous cargo or explosives
  - h) Estimated time of arrival, or location if aircraft is already on the ground
4. Establish radio contact with emergency equipment and monitor at all times during the emergency. [REDACTED]  
[REDACTED] with unit designation for communications with CFD.
5. Alert the AAO Section via direct telephone line of any additional information that may include extent of injuries and whether Emergency Plans need to be implemented.
6. Alert others in accordance with current FAA directives.
7. Direct air and ground traffic to avoid conflict in the area of the emergency.
8. When asked by CFD, provide an advised route to be taken to the scene.
9. Immediate action will be taken by the AAO Section to close the runway/taxiway/apron/ramp if air carrier operations are deemed unsafe on the area of concern. The area will not be opened until the Airfield Operation's Supervisor (AOS) at the site has determined it to be safe for air carrier operations

and the required notifications have been made. See the Airport Certification Manual – Section 339, Airport Condition Reporting.

**B. Chicago Fire Department (CFD) Responsibilities**

1. When accidents/incidents occur the first arriving Command Officer shall initiate the Incident Command System and establish an Incident Command Post (ICP) until a transfer of command takes place. CFD assumes the command responsibilities for directing and controlling fire, rescue, and Emergency Medical Services (EMS) at the scene.
2. The Incident Commander is responsible to ensure that the following actions are taken.
  - a) Alert the ATCT, if the alert was not initiated by the ATCT.
  - b) Respond to the alarm, based on the accident/incident classification:  
[REDACTED]
  - c) Coordinate with the ATCT via two-way radio. [REDACTED]  
[REDACTED] with unit designation for communications with ATCT.
  - d) Initiate the tactical on scene Incident Command System to accomplish life safety activities as follows:
    - i. Rescue
    - ii. Fire control and extinguishment
    - iii. Evacuation of uninjured ambulatory passengers and crew to a safe location
    - iv. Emergency Medical Services
      - (i) This function is to sort and allocate treatment to patients according to a system of priorities designed to maximize the number of survivors and transport the injured persons from the scene to the surrounding hospitals.
  - e) Coordinate additional Fire and EMS assets through the Mutual Aid Box Alarm System (MABAS) if needed.
  - f) Advise off-airport fire rescue equipment responding to report to the assigned staging area(s). See Exhibits 1 and 4.
  - g) Provide a mobile communications center if required.
  - h) Communicate the current status of the emergency to the Incident Communications Vehicle, the OCC, the IMC, and Medical Control as appropriate.
  - i) Maintain control of scene until all hazards are mitigated and the scene is released to the CDA or to the appropriate investigating agency.
  - j) Support the CPD as needed in incidents for which the CPD has responsibility.
  - k) Provide assistance to state and/or federal agencies that are involved in the emergency.
  - l) Notify the OCC, when the emergency is secure.

**C. Chicago Police Department (CPD) & Aviation Police Department (APD) Responsibilities**

1. Aircraft accident/incident scene security is the responsibility of the Chicago Police Department and the Chicago Department of Aviation Police Department. CPD/APD will provide activities which relate to traffic control, crowd control, security, and other extra-ordinary law enforcement functions and will conduct these actions in cooperation of the IC structure.
2. CPD/APD will ensure the following actions are taken:
  - a) Respond to aircraft accidents/incidents IC with a patrol unit that will function as a communications vehicle to direct additional responding police personnel. All police units must be escorted by CDA approved personnel to and from any open movement areas not accessible by service/access road. See ORD Exhibits 1 & 2 in Annex F and ORD Exhibit 4 in the back of this section.
  - b) The CPD/APD shall keep the OCC and IMC (if activated) informed regarding the status of the emergency.
  - c) Assist CPD with the evacuation of uninjured ambulatory persons to a safe location.
  - d) Control crowds and traffic in the vicinity of the accident/incident and at airport access/egress roads.
  - e) Control access to the scene of the accident/incident to permit only essential personnel to enter the site to:
    - i. Protect the injured and perform rescue functions
    - ii. Protect bystanders from injury
    - iii. Protect baggage, freight, mail, and injured/deceased persons and valuables
    - iv. Preserve the accident/incident scene for investigation
  - f) Establish and operate an entry control point to control the movement of people and equipment into and out of the scene.
  - g) Provide temporary security for wreckage or any other property at the incident scene pending assumption of responsibility by a properly identified owner or investigative agency.
  - h) Request assistance, coordinate the activities of, and provide staging area locations and other needed information to off airport law enforcement agencies as needed through the use of Illinois Law Enforcement Alarm System (ILEAS). See ORD Exhibits 1 & 2 in Annex F and ORD Exhibit 4 in the back of this section.
  - i) Assist state and/or federal agencies involved in the emergency.

**D. Chicago Department of Aviation (CDA) Responsibilities**

1. The City of Chicago, through its Department of Aviation is responsible for operations of Chicago O'Hare International Airport during an aircraft accident/incident. This includes the authority to restrict or close any or all movement areas via issuance of appropriate Notice to Airmen (NOTAMs) and coordination with ATCT. In the event of an aircraft accident/incident the CDA may activate the IMC as set forth in the basic plan.
2. The Following CDA section will ensure their respective actions are taken:
  - a) **Administration**
    - i. Activate the IMC in accordance with the basic plan, as needed.

- ii. Send appropriate individuals to the IMC to act as Incident Management Support Team (IMST)
  - iii. Designate hangers and/or buildings on the airport to accommodate uninjured, injured, and deceased persons.
  - iv. Provide budgeting, payment, and other financial support as set forth in the basic plan.
  - v. Provide procurement services when any additional or requested equipment and/or services are needed as set forth in the basic plan.
  - vi. Establish a Joint Information Center (JIC) that will be the single, official point of contact for the media and perform Emergency Public Information actions as set forth in the basic plan.
- b) **Airport Airfield Operations (AAO)**
- i. Ensure all appropriate notifications have been made, to include the location and nature of emergency, to the following:
    - (i) ATCT, if alert was not given by the ATCT
    - (ii) Chicago Fire Department /ARFF (Airport Division) through the O'Hare Communications Center (OCC)
    - (iii) Chicago Police Department/Chicago Department of Aviation Police through the OCC
    - (iv) Appropriate CDA staffing and IMST
    - (v) Aircraft owner/operator
    - (vi) FAA-Great Lakes Region, Airports Division, Certification Officer
    - (vii) Federal Aviation Administration ROC (Regional Operations Center)
      - 1. FAA-ROC will contact FAA Flight Standards District Office (FSDO)
        - a. FAA-ROC will then contact the National Transportation Safety Board (NTSB) as needed.
  - ii. Determine the need to close specific or all aircraft movement areas and issue the appropriate NOTAMs with ATCT coordination. Once an aircraft movement area is closed only an Airport Operations Supervisor (AOS) has the authority to reopen the area pending the following:
    - (i) Areas are safe and secure.
    - (ii) Areas have been properly inspected in accordance with the Airport Self Inspection Program, the Airport Certification Manual, and meet all FAA Part 139 standards.
  - iii. Dispatch an AOS to the on-scene Incident Command Post (ICP) to:
    - (i) Ensure proper emergency response agencies have responded (CFD, CPD, etc...)
    - (ii) Ensure proper CDA/FAA procedures are followed.
    - (iii) Keep the AAO section informed of the status of the emergency and all pertinent scene information and activities.
    - (iv) Provide Technical assistance to the IC.
  - iv. At the time any requested equipment/personnel arrives at any staging area, approved CDA personnel will escort the equipment/personnel under direction and authority of the AAO Section (see ACM Section 303).
  - v. The CDA AAO Section will ensure that approved CDA escorts will be available to assist as necessary and provide transportation to and from the scene for uninjured persons and/or emergency support staff, once the IC authorizes it.

- vi. Maintain the Electronic Logging System (ELS) in the AAO Section, of the emergency and any resulting actions.

c) **Vehicle Services and Trades**

- i. Provide CDA approved escorts to assist in the provision of required resources, and movement of resources, equipment, and personnel to and from the accident/incident scene.
- ii. Dispatch a representative to the ICP to coordinate escorts and activities with the AOS on scene and the IC.
- iii. Assist/provide critical services including, utility support (activation/cut-off), maintenance services, and clean up.

E. **Aircraft Owner/Operator Responsibilities**

1. The Aircraft Owner/Operator is responsible to ensure that all responding personnel under their jurisdiction are properly badged and use airport service roads whenever possible to respond to and from the scene. Where access to the movement area is needed it is mandatory to obtain a CDA approved escort provided by the AAO Section. No person shall interfere with or obstruct the movement of emergency services, personnel, or equipment.
2. The Owner/Operator of the aircraft involved shall be responsible for initiating the following actions:
  - a) Alert the ATCT and AAO Section giving the following essential information:
    - i. ATCT
      - (i) Type of Aircraft.
      - (ii) Number of occupants, passengers and crew.
      - (iii) Amount of Fuel on board, in gallon.
      - (iv) Any unusual cargo on board such as explosives or other hazardous materials.
      - (v) The pilot's intention.
    - ii. AAO Section
      - (i) All of the above information.
      - (ii) Departure or destination location.
      - (iii) Tail number of aircraft involved.
      - (iv) Location for escort(s) to stage for Owner/Operator response personnel.
  - b) Aircraft Owner/Operator representatives who can make financial and/or technical decisions must respond to the ICP and IMC as quickly as possible once the aircraft becomes disabled.
  - c) The Owner/Operator shall arrange for supplies, equipment, and support in aircraft incidents that require towing.
  - d) The Owner/Operator must provide or arrange for the unloading, transportation, and accommodation of uninjured passengers and crew, baggage, and cargo (including animals).
  - e) The Owner/Operator is responsible for establishing a Friends and Relatives Reception Center and provides staffing to implement the approved plan in compliance with the requirements established in the Aviation Disaster Family Assistance Act (ADFAA).
  - f) The Aircraft Owner/Operator is responsible for removing the aircraft from the incident site as quickly as possible once authorized by the appropriate authority.

V. **Aircraft Recovery**

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FAA Approval: [Signature]  
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- A. After the appropriate authorities release the aircraft, the owner/operator of the aircraft involved is responsible for removing the aircraft from the incident site as quickly as possible. The appropriate authorities include, but are not necessarily limited to, the NTSB, the FAA, the CPD, the CPD, the Medical Examiner and the CDA-AAO.
- B. Through the Air Transport Association (ATA), a cooperative agreement is in effect among the major carriers operating at Chicago O'Hare International Airport. This agreement provides that American Airlines will keep a current list of their disabled aircraft handling equipment. Should an airline require assistance in removing a disabled aircraft, American Airlines will coordinate and provide the affected airline with information on the location of required aircraft recovery equipment.
- C. Should circumstances require, the CDA may take the initiative to remove the disabled aircraft. This may be accomplished through American Airlines aircraft maintenance or through the affected airline.
- D. Cranes, heavy lift equipment, and earth moving equipment are available on a 24-hour a day basis through outside vendors.
- E. Contact Agencies:





**FAA Air Traffic Control Tower  
Aircraft Accident/Incident Checklist**

Task	Completed
Initiate alert procedures	
Establish and maintain radio communications with CFD	
Alert the AAO Section of any additional information	
Alert others in accordance with FAA Directives	
Direct air and ground traffic to avoid emergency and closed areas	

**Chicago Fire Department  
Aircraft Accident/Incident Checklist**

Task	Completed
Alert ATCT, if not initiated by ATCT	
Respond to alarm	
Establish and maintain contact with ATCT via 2-way radio	
Initiate on scene life safety operations and fire control	
Rescue	
Fire control & extinguishment	
Evacuation of uninjured	
Emergency Medical Services	
Request, if needed, additional assets via MABAS	
Advise off-airport assets of needed information and staging areas to be used.	
Provide Mobile Communications Center, if needed	
Communicate status of emergency and other appropriate information	
Incident Communications Vehicle	
OCC	
IMC	
Medical Control	
Release the scene to the CDA or investigating agency once deemed safe	
Support & assist other agencies as requested	
Notify OCC when emergency is secure	

**Chicago Police Department / Chicago Department of Aviation**  
**Aircraft Accident/Incident Checklist**

Task	Completed
Respond to IC with command unit to direct and control other police units	
Keep OCC & IMC informed of situation	
Assist CFD with evacuation of uninjured	
Conduct crowd & traffic control activities	
At accident/incident scene	
At airport access & egress roads	
Set up scene security & control access to scene	
Establish and operate entry control point to scene	
Request and coordinate off airport law enforcement assets if needed	
Provide security for wreckage and other property at scene	
Support & assist other agencies as requested	

**Chicago Department of Aviation  
Aircraft Accident/Incident Checklist**

**Administration**

Task	Completed
Activate the IMC (as needed)	
Send IMST staff to IMC	
Designate buildings for use to accommodate uninjured, injured, deceased persons	
Perform financial support activities	
Provide procurement services	
Establish a Joint Information Center to be used for EPI function	

**Airport Airfield Operations**

Task	Completed
Make appropriate notifications to	
ATCT (if alert was not given by ATCT)	
CPD (via OCC)	
CPD (via OCC)	
Appropriate CDA staffing/IMST	
Aircraft Owner/Operator	
FAA-Airports Certification Inspector	
FAA-Regional Operations Center	
Close affected areas of movement area as needed	
Dispatch an AOS to the ICP	
Ensure response agencies proper response	
Ensure proper procedures are followed	
Keep AAO Section informed of all pertinent information	
Provide technical assistance to the IC	
Ensure escorts are available and staged at proper locations	
Maintain direction and control of escorts as needed	
Log all activities and relevant information in the ELS	

**Vehicle Services and Trades**

Task	Completed
Provide escorts and busses to assist in response activities	
Send a representative to the ICP	
Assist/Provide critical services	

**Aircraft Owner/Operator  
Aircraft Accident/Incident Checklist**

<b>Task</b>	<b>Completed</b>
Alert the following, giving all essential information	
ATCT	
AAO Section	
Send qualified representatives to the ICP & IMC	
Provide supplies and equipment requested for response support and removal of aircraft	
Provide/arrange for unloading and transport of uninjured passengers and crew, baggage, and cargo	
Establish the Friends and Relatives Reception Center as needed	
Provide for the timely removal of aircraft from scene once authorized.	

Deployment  
Stand-By  
Positioning  
omitted

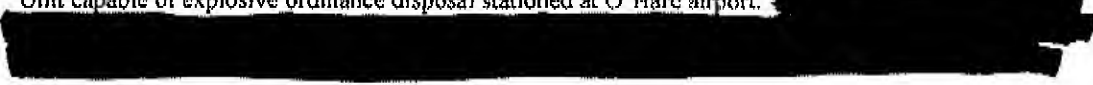
## Section 2

### Terrorism Incidents (Bomb Threats)

#### I. Purpose

- A. The information contained in this hazard specific appendix is meant to supplement the Basic Plan and Functional Annexes of the Airport's Emergency Operations Plan and the Transportation Security Administration (TSA) approved Airport Security Plan (ASP). It defines responsibilities and describes actions to be taken in the event of a Terrorism (Bomb Threat) Incident at O'Hare International Airport.

#### II. Situations and Assumptions

- A. The Chicago Department of Aviation (CDA) will organize response and recovery efforts through the use of the Incident Command System and will activate the Incident Management Center (IMC) in accordance with the Basic Plan as support for the tactical on-scene Incident Command (IC).
- B. Planning and response efforts are preformed with the intent of providing emergency services to the largest number of people involved by the most rapid methods.
- C. All terrorism threats will be taken seriously until the validity of the threat can be determined.
- D. Refer to ORD Exhibit 5 at the end of this Section for O'Hare International Airport's Suspicious Materials Designated Aircraft Parking Areas.
- E. Chicago's O'Hare International Airport through the Chicago Police Department has a Bomb and Arson Unit capable of explosive ordinance disposal stationed at O'Hare airport.
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#### III. Concept of Operations

- A. A bomb threat may be received by a variety of departments/agencies located both on and off the Airport. These procedures are applicable in the event of a bomb scare or threat involving any tenant, occupant, structure, or aircraft on the ground or airborne, scheduled to arrive at, diverted, or returning to the airport. The highest ranking CPD personnel on scene will become the IC until a transfer of command takes place.
- B. Agencies having primary responsibilities for response to bomb incidents will do so in accordance with the Transportation Security Administration (TSA) approved Airport Security Plan.
- C. Bomb threats generally fall into four (4) categories:
1. **TYPE I** (Received via telephone): Because of the apparent security it provides the perpetrator, the telephone is the most common method of conveying a bomb threat. The person receiving the call should write down as much information as the informant will provide. Attempts should be made to determine the location of the device and the time of detonation.
- a) All personnel answering telephones are instructed to prolong the conversation as long as possible to aid in the trace procedure, and follow procedures set forth on Bomb Threat Instruction Card, Exhibit 7.

2. **TYPE II (In person):** A person receiving or overhearing a bomb threat being made should:
    - a) Notify his or her supervisor immediately.
  3. **TYPE III (By correspondence):** An important consideration in reacting to this type of threat is preservation of evidence. The written document and if applicable, the envelope in which it was received must be retained in the condition found. These items should not be handled more than absolutely necessary to preserve fingerprints and other identifying evidence. The person receiving the threatening letter should notify law enforcement personnel immediately.
  4. **TYPE IV (By automatic detection device):** If baggage sets off an alarm, TSA screening personnel will be responsible for clearing the bag. If the problem cannot be resolved, CPD will be called to determine the additional action needed at that time.
- D. Once threat has been escalated to a suspicious material incident CPD shall determine the suspicious material threat level.
1. **Suspicious Material, Level I:** Investigation; CPD investigation at the site may include the use of the K-9 detection team. (Confidence level of finding an actual device is low. However, investigation is warranted).
  2. **Suspicious Material, Level II:** CPD heads the investigation, notification of AAO, OCC, CPD, TSA, FBI, and FAA occurs. Search pads, etc. are coordinated and used.
- E. When a bomb threat is received or otherwise initiated, the person, airline, or agency involved shall immediately notify the following (Instructional guidance for use when receiving a bomb threat can be found in ORD Exhibit 6 at the end of this section):
1. Chicago Police Department at O'Hare (CPD) [REDACTED]
  2. CDA, Airport Airfield Operations (AAO) [REDACTED]
  3. Federal Bureau of Investigation (FBI)
    - a) 24 hour FBI number [REDACTED]
  4. Transportation Security Administration
    - a) (O'Hare Command Center) (TSA) [REDACTED]
  5. CPD, FBI, AAO, and TSA will be notified by the OCC when calling CPD at [REDACTED]
- F. Suspected explosive devices involving an aircraft, baggage, cargo, etc., will be moved at once to a designated search area. Passenger and mixed passenger/cargo aircraft will be moved to an area designated for passenger aircraft. Cargo aircraft will be moved to the area designated for cargo aircraft. [REDACTED] (See ORD Exhibit 5 at the end of this section). If, for any reason, the designated areas specified in ORD Exhibit 5 are not available an area will be designated by the AAO in coordination with the ATCT.
- G. In the event U.S. Mail is involved in the incident the U.S. Postal Service will immediately assume custody of the off-loaded mail. The CDA will provide equipment to inspect the mail for explosives. If necessary, mail will be isolated in accordance with U.S. Postal regulations and processed by the U.S. Postal Service personnel. Movement of the mail will be by the most expeditious route available that will avoid undue exposure to non-involved personnel and facilities.



- H. The snow/cargo tunnel that connects the terminal area with Southwest Cargo will not be used to transport any suspect material. The AAO will provide escorts for any movement in the M.A. and assist in obtaining necessary ATCT clearances.

#### IV. Organization & Assignment of Responsibilities

##### A. Air Traffic Control Tower (ATCT) Responsibilities

1. Upon notification of a bomb threat the ATCT will be responsible for initiating the following actions:
  - a) Notify the CPD, O'Hare Unit, via OCC direct line or [REDACTED]
  - b) Notify the AAO Section, if notification was not received from them, via direct line or [REDACTED]
  - c) Designate an appropriate search area based on airfield traffic patterns and runway configurations in effect at the time.
  - d) Alert others in accordance with current FAA directives.
- B. Immediate action will be taken by the AAO Section to close the incident scene to air carrier operations in coordination with the ATCT. The area will not be opened until the AOS at the site has determined it to be safe for air carrier operations and the required notifications have been made. See the Airport Certification Manual – Section 339, Airport Condition Reporting.

##### C. Chicago Fire Department (CFD) Responsibilities

1. Upon notification of a bomb threat, the CFD will be responsible for initiating the following actions:
  - a) **Threat involving an aircraft:**
    - i. Dispatch equipment to the aircraft and to the designated search area.
    - ii. Immediately place the aircraft stairway in position for deplaning once the aircraft has stopped. Assist in removing passengers and crew from the aircraft.
    - iii. Obtain from the aircraft operator information on the nature and location of any hazardous or dangerous cargo that might affect firefighting activities.
    - iv. The CPD officer in charge at the scene shall conduct the search, provided no fire or explosion has occurred.
    - v. CFD shall reposition themselves a safe distance from the aircraft to be immediately available should an explosion, fire or injury occur.
    - vi. Should an explosion or fire occur, the CFD will assume command responsibilities.
  - b) **Threat involving a structure:**
    - i. Respond and be immediately available should an explosion, fire or injury occur.
    - ii. Provide assistance to the CPD in evacuating the structure, if necessary.
    - iii. Should an explosion or fire occur, the CFD assumes command responsibilities. Assistance from other city departments or airline personnel will be requested, if necessary.

##### D. Chicago Police Department (CPD) & Aviation Police Department (APD) Responsibilities

1. The CPD, Airport Law Enforcement Section and the APD are the lead agencies responsible for the organization and mobilization of this function. Upon notification of a bomb threat, the CPD will be responsible for initiating the following actions:
  - a) **Threat involving an aircraft:**
    - i. Identify an Incident Commander (IC) and establish an Incident Command Post (ICP).

- ii. The CPD will keep the OCC, and IMC (if activated) informed of the situation, as well as notifying the CDA of any actions taken or contemplated that will affect air carrier operations at O'Hare.
  - iii. A search of the aircraft and baggage will be accomplished by K-9 detection teams doing a physical inspection. Selected baggage will be searched via X-Ray equipment. Cargo will be isolated.
  - iv. If no explosive device is located, CPD will advise the aircraft owner/operator, OCC, and the IMC (if activated). Control of the aircraft will then be returned to the owner/operator.
  - v. If an explosive device is located, the CPD's Bomb and Arson Squad in coordination with the IMC (if activated) will decide appropriate action in compliance with the ASP.
  - vi. If, during search procedures an explosion or fire occurs, the CPD will transfer Incident Command to the CFD.
- b) **Threat involving a structure:**
- i. Identify an Incident Commander (IC) and establish an Incident Command Post (ICP).
  - ii. The CPD will keep the OCC, and IMC (if activated) informed of the situation, as well as notifying the CDA of any actions take or contemplated that will affect air carrier operations at O'Hare.
  - iii. CPD will conduct the bomb search, assisted by the CDA and the tenant involved. Search will be accomplished by K-9 detection teams doing a physical inspection. Selected items will be searched via X-Ray equipment.
  - iv. Should a suspicious object be found, CPD's Bomb and Arson Unit shall determine the appropriate action in compliance with the ASP. The CPD will coordinate actions with the IMC (if activated) and/or CDA in order to minimize exposure to injury, damage and/or hazards to aircraft.
  - v. The IC will determine if evacuation is necessary. Should the decision to evacuate the area be made, TSA (if threat is located at the terminals), CFD, and CDA will assist CPD in the evacuation in accordance to appropriate evacuation plans (EOP Annex J).
  - vi. CPD will secure the evacuated area until the area is declared safe for re-entry.
  - vii. If physical isolation of the object is necessary, it will be moved to a remote location approved by the IMC (if activated) and/or CDA via a route that minimizes exposure to personnel, facilities, and equipment.

**E. Chicago Department of Aviation (CDA) Responsibilities**

- I. The City of Chicago, through its Department of Aviation is responsible for operations of Chicago O'Hare International Airport during a terrorism incident (bomb threat). This includes the authority to restrict or close any or all movement areas via issuance of appropriate Notice to Airmen (NOTAMs). In the event of an aircraft accident/incident the CDA may activate the IMC as set forth in the basic plan. The Following CDA section will ensure their respective actions are taken:

a) **Threat involving an aircraft:**

i. **Administration**

- (i) Activate the IMC in accordance with the basic plan, as needed.
- (ii) Send appropriate individuals to the IMC to act as Incident Management Support Team (IMST), as needed
- (iii) Perform IMC duties as appropriate
- (iv) Ensure standard airport operations have commenced once incident has been secured.

ii. **Airport Airfield Operations (AAO)**

- (i) Obtain, and Log in ELS, all information available as given by the threat recipient.
- (ii) Ensure all of the following are notified as appropriate:

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1. OCC who in turn will notify:
    - a. Chicago Police Department (CPD)
    - b. Chicago Fire Department (CFD)
    - c. Chicago Department of Aviation Police (APD)
    - d. Transportation Security Administration (TSA)
    - e. Federal Bureau of Investigation (FBI)
    - f. U.S Postal Service
  2. Air Traffic Control Tower (ATCT)
  3. Air Carrier involved
  4. Other necessary airport personnel
- (iii) Determine the need to close specific or all aircraft movement areas and issue the appropriate NOTAMs with ATCT coordination. Once an aircraft movement area is closed only an Airport Operations Supervisor (AOS) has the authority to reopen the area pending the following:
1. Areas are safe and secure.
  2. Areas have been properly inspected in accordance with the Airport Self Inspection Program, the Airport Certification Manual, and meet all FAR Part 139 standards.
- (iv) Dispatch an AOS to the on-scene Incident Command Post (ICP) to:
1. Ensure proper emergency response agencies have responded.
  2. Ensure proper CDA/FAA procedures are followed.
  3. Keep the AAO section informed of the status of the incident and all pertinent scene information and activities.
  4. Provide technical assistance to the IC.
- (v) At the time any requested equipment/personnel arrives at any staging area, approved CDA personnel will escort the equipment/personnel under direction and authority of the AAO Section (see ACM Section 303).
- (vi) The CDA AAO Section will ensure that approved CDA escorts will be available to assist as necessary and provide transportation to and from the scene for uninjured persons and/or incident support staff, once the IC authorizes it.
- (vii) Maintain the Electronic Logging System (ELS) in the AAO Section, of the incident and any resulting actions.
- iii. Vehicle Services and Trades**
- (i) Provide CDA approved escorts to assist in the provision of required resources, and movement of resources, equipment, and personnel to and from the incident scene.
  - (ii) Dispatch a representative to the ICP to coordinate escorts and activities with the AOS on-scene and the IC.
  - (iii) Assist/provide critical services including, utility support (activation/cut-off), maintenance services, and clean up if needed.
- b) Threat involving a structure:**
- i. **Administration**
    - (i) Activate the IMC in accordance with the basic plan, as needed.
    - (ii) Send appropriate individuals to the IMC to act as Incident Management Support Team (IMST), as needed
    - (iii) The CDA shall have an administrative representative at the incident site

- (iv) The Commissioner of Aviation, his/her designee present at the scene, or the IC shall have the authority to order the evacuation of the airport facilities in accordance with the EOP Annex J.
- (v) Perform IMC duties as appropriate
- (vi) Ensure standard airport operations have commenced once incident has been secured.

**F. Aircraft Owner/Operator or Airport Tenant Responsibilities**

1. The Aircraft Owner/Operator or Tenant is responsible to ensure that all responding personnel under their jurisdiction are properly badged and use airport service roads whenever possible to respond to and from the scene. Where access to the movement area is needed it is mandatory to obtain a CDA approved escort provided by the AAO Section. No person or equipment shall interfere with or obstruct the movement of emergency services, personnel, or equipment. The Aircraft Owner/Operator or Tenant involved shall be responsible for initiating the following actions:

**a) Threat involving an inbound aircraft**

- i. The airline will arrange all equipment necessary for the unloading of passengers (including busses), baggage, and mail. Equipment shall be positioned adjacent to the search area as directed by the IC and AOS on scene.
- ii. The airline will request escort vehicles from the AAO for traversing the Movement Area (M.A.).
- iii. After landing, the aircraft will proceed to the designated search area and park using blue painted lead in lines if available.
- iv. Passengers will be instructed to remove all carry on items from the aircraft.
- v. Aircraft Owner/Operator representatives who can make financial and/or technical decisions must respond to the ICP and IMC (if activated) as quickly as possible.
- vi. Once CPD has informed the aircraft operator "That no explosive device has been located", the airline shall be responsible for removing the aircraft from the search area.

**b) Threat involving an outbound aircraft:**

- i. When the threat is received against a fully loaded aircraft, parked at the terminal building, the passengers shall be instructed to remove all carry on articles and exit the aircraft immediately.
- ii. Airline personnel will immediately evacuate waiting areas near the affected gate until aircraft, baggage, etc., can be removed from the gate area.
- iii. The aircraft must be immediately taxied or towed to the search area, designated by the ATCT in conjunction with the CDA-AAO.
- iv. Passengers will be transported to the search area to identify their baggage, if necessary. Transportation of passengers to and from the remote search area will be arranged by the airline with CDA-AAO coordination.
- v. Outbound cargo aircraft will be moved to the designated cargo aircraft search area.
- vi. Aircraft Owner/Operator representatives who can make financial and/or technical decisions must respond to the ICP and IMC (if activated) as quickly as possible.
- vii. Once CPD has informed the aircraft operator "That no explosive device has been located", the airline shall be responsible for removing the aircraft from the search area.

**c) Threat involving a structure:**

- i. If requested by the CPD, the Tenant will assist in searching their facilities in an attempt to locate the suspicious material or device.
- ii. The Tenant's personnel will report any suspicious package or device to the CPD via the OCC

**FAA Air Traffic Control Tower  
Terrorism Incident (Bomb Threat) Checklist**

Task	Completed
Notify CPD via OCC direct line	
Notify AAO via direct line of	
Designate appropriate search area	
Alert others in accordance with FAA Directives	
Direct air and ground traffic to avoid incident and closed areas	

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**Chicago Fire Department  
Terrorism Incident (Bomb Threat) Checklist**

Task	Completed
<b>Aircraft:</b>	
Dispatch equipment to:	
Aircraft	
Search area	
Place stairway in position for deplaning	
Assist in passenger/crew deplaning	
Obtain any hazardous cargo information from Aircraft Owner/Operator	
Should explosion or fire occur, assume IC from CPD	
<b>Structure:</b>	
Dispatch equipment to facility to be available should explosion, fire, or injury occur	
Assist CPD in evacuation, if needed	
Should explosion or fire occur, assume IC from CPD	

**Chicago Police Department / Chicago Department of Aviation Police  
Terrorism Incident (Bomb Threat) Checklist**

Task	Completed
<b>Aircraft:</b>	
Identify the IC and establish and ICP, if needed	
Keep OCC, IMC (if activated), and/or CDA informed of situation and action taken or contemplated	
Conduct search of Aircraft and baggage:	
Via K-9 detection	
Via X-Ray equipment (if needed)	
If no device detected release control of aircraft to owner/operator	
If device detected coordinate with IMC (if activated) and/or CDA to determine appropriate actions in compliance with the ASP	
Transfer Incident Command to CFD if explosion should occur	
<b>Structure:</b>	
Identify the IC and establish and ICP, if needed	
Keep OCC, IMC (if activated), and/or CDA informed of situation and action taken or contemplated	
Conduct bomb search of area:	
Via K-9 detection	
Via X-Ray equipment (if Needed)	
If device detected coordinate with IMC (if activated) and/or CDA to determine appropriate actions in compliance with the ASP	
If device detected coordinate with IMC (if activated) and/or CDA to determine appropriate actions in compliance with the ASP	
Determine if evacuation is needed, if so evacuate area in accordance with EOP Annex J	
Secure evacuated area until safe for re-entry	
If isolation of item is needed coordinate with IMC (if activated) and/or CDA for isolation area	

### Chicago Department of Aviation Terrorism Incident (Bomb Threat) Checklist

#### Administration

Task	Completed
<b>Aircraft:</b>	
Activate the IMC (as needed)	
Send IMST staff to IMC (as needed)	
Perform IMC duties as appropriate	
Once scene is secure ensure standard operation commence	
<b>Structure:</b>	
Activate the IMC (as needed)	
Send IMST staff to IMC (as needed)	
Send administrative representative to incident site	
Order evacuation in accordance with the EOP annex J, if required	
Perform IMC duties as appropriate	
Once scene is secure ensure standard operation commence	

#### Airport Airfield Operations

Task	Completed
<b>Aircraft:</b>	
Log threat information in ELS as given by recipient	
Make appropriate notifications to:	
OCC	
ATCT	
Air Carrier involved	
Other necessary airport personnel	
Close affected areas of movement area as needed	
Dispatch an AOS to the ICP	
Ensure response agencies proper response	
Ensure proper procedures are followed	
Keep AAO Section informed of all pertinent information	
Provide technical assistance to the IC	
Ensure escorts are available and staged at proper locations	
Maintain direction and control of escorts as needed	
Log all activities and relevant information in the ELS	

#### Vehicle Services and Trades

Task	Completed
<b>Aircraft:</b>	
Provide escorts and busses to assist in response activities	
Send a representative to the ICP	
Assist/Provide critical services	



**Aircraft Owner/Operator or Airport Tenant  
Terrorism Incident (Bomb Threat) Checklist**

Task	Completed
<b>Inbound Aircraft:</b>	
Provide/arrange for any equipment necessary for unloading of aircraft	
Request Escort from AAO for equipment	
Position equipment adjacent to search area or in accordance with IC and/or AOS on scene	
Send qualified representatives to the ICP & IMC (if activated)	
Provide for the timely removal of aircraft from scene once authorized.	
<b>Outbound Aircraft:</b>	
Instruct passengers to remove all carry on items and exit the aircraft immediately	
Evacuate waiting areas near affected gate	
Taxi or tow aircraft to designated search area	
If necessary, with AAO coordination, transport passengers to search area to identify baggage	
Provide/arrange for any equipment necessary for unloading of aircraft	
Request Escort from AAO for equipment	
Position equipment adjacent to search area or in accordance with IC and/or AOS on scene	
Send qualified representatives to the ICP & IMC (if activated)	
Provide for the timely removal of aircraft from scene once authorized.	
<b>Structure:</b>	
Report any suspicious package or device to CPD at [REDACTED]	
Assist CPD in searching your facilities, if requested	

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Designated  
Suspicious Materials  
Search Area  
Maps / Info  
Omitted

# BOMB THREAT

## INSTRUCTIONS

Notify your duty supervisor immediately after receiving a bomb threat. Complete this form and give to your supervisor.

## QUESTIONS TO ASK DURING THE THREAT

1. WHAT KIND OF A BOMB IS IT?  
☐ TIME ☐ BARO-  
☐ METRIC ☐ ANTI-  
☐ ALTITUDE ☐ HANDLING
2. WHERE IS IT RIGHT NOW?
3. WHEN IS IT GOING TO EXPLODE?
4. WHAT DOES IT LOOK LIKE?
5. DID YOU PLACE THE BOMB?
6. WHY?
7. WHAT IS YOUR NAME?
8. WHAT IS YOUR ADDRESS?

## EXACT WORDING OF THREAT

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SEX OF CALLER	RACE
AGE	LENGTH OF CALL
NUMBER AT WHICH CALL WAS RECEIVED	
TIME	DATE

## DESCRIPTION OF CALLER'S VOICE

CALM	NASAL
ANGRY	STUTTER
EXCITED	LISP
SLOW	RASPY
RAPID	DEEP
SOFT	RAGGED
LOUD	CLEARING THROAT
LAUGHTER	DEEP BREATHING
CRYING	CRACKING VOICE
NORMAL	DISGUISED
DISTINCT	ACCENT
SLURRED	FAMILIAR

IF VOICE WAS FAMILIAR, WHO DID IT SOUND LIKE?

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## BACKGROUND SOUNDS

STREET NOISES	ANIMAL
VOICES	CLEAR
OFFICE MACHINERY	FACTORY MACHINERY
PA SYSTEM	STATIC
HOUSE NUMBER	LOCAL
MOTOR	LONG DISTANCE
MUSIC	BOOTH

OTHER (Explain)

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## THREAT LANGUAGE

WELL SPOKEN (Educated)	MESSAGE READ BY THREAT MAKER
FOUL	INCOHERENT
IRRATIONAL	TAPED

REMARKS

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## PERSON MAKING REPORT

TEL NO. (was ends)	DATE
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Original Date: June 30, 2011

FAA Approval: *Maria Wilson*

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FAA Approval Date: *17 Nov 2011*

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Exhibit 6

### Section 3

#### Structural Fires, Fuel Farm and Fuel Storage Areas

##### I. Purpose

- A. The information contained in this hazard specific appendix is meant to supplement the Basic Plan and Functional Annexes of the Airport's Emergency Operations Plan. It defines responsibilities and describes actions to be taken in the event of a structural or fuel farm/storage area fire at O'Hare International Airport.

##### II. Situations and Assumptions

- A. The Chicago Department of Aviation (CDA) will organize response and recovery efforts through the use of the Incident Command System and will activate the Incident Management Center (IMC) in accordance with the Basic Plan as support for the tactical on-scene Incident Command (IC).
- B. Planning and response efforts are preformed with the intent of providing emergency services to the affected areas by the most rapid methods.
- C. Refer to ORD Exhibit 1 located at the end of Annex P for O'Hare International Airport's Emergency Response Map.
- D. Refer to ORD Exhibit 6 at the end of this section for the location of all Fuel Farms at O'Hare.
- E. O'Hare International Airport's emergency fire response is in a continuous ready state, capable of responding to a structural fire at any time by the means of [REDACTED] on field Chicago Fire Department (CFD) Aircraft Rescue and Firefighting (ARFF) stations.
- F. O'Hare International Airport utilized approximately [REDACTED] boxes located both airside and landside. This figure varies as new facilities become available and old facilities are removed around the airport.
- G. Persons discovering a fire should notify the CFD through the activation of the emergency alarm call box system or by calling the OCC via commercial telephone at [REDACTED]

##### III. Concept of Operations

- A. Chicago Fire Department, [REDACTED] has sole responsibility for fire service at O'Hare International Airport. If, by the judgment of the IC, additional fire response equipment will be required the IC will coordinate these through the use of the Mutual Aid Box Alarm System (MABAS).
- B. The Chicago Fire Departments strategic concept of operations for structural and fuel farm/storage area fires is designed to;
  - 1. Reduce or eliminate structural damage and injuries to persons,
  - 2. Confine and extinguish fires to area of origin and prevent additional exposure to remaining facilities,
  - 3. Return the facility back to service as soon as possible.

##### IV. Organization & Assignment of Responsibilities

###### A. Air Traffic Control Tower (ATCT) Responsibilities

- 1. Upon notification of a fire ATCT will be responsible for initiating the following actions:
  - a) If notified, by sources other than CFD, notify CFD via the OCC direct line.

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- b) When required, direct emergency equipment while on the movement area.
  - c) Monitor the status of the emergency and if necessary direct aircraft away from fire area.
  - d) Be cognizant of smoke and fire that may obscure vision in the Class B airspace and movement area.
2. Immediate action will be taken by the AAO Section to close the runway/taxiway/apron/ramp if air carrier operations are deemed unsafe on the area of concern. The area will not be opened until the Airfield Operation's Supervisor (AOS) at the site has determined it to be safe for air carrier operations and the required notifications have been made. See the Airport Certification Manual – Section 339, Airport Condition Reporting.

**B. Chicago Fire Department (CFD) Responsibilities**

- 1. The Chicago Fire Department's first responding Command Officer shall initiate Incident Command, establish an Incident Command Post (ICP), and request mutual aid assistance if needed, as specified by ICS/NIMS.
- 2. Upon arrival at the scene of a structural fire, the CFD will be responsible for initiating the following actions:
  - a) Assess the situation and procure resources and expertise from facility operators in order get the fire under control as rapidly as possible. This may include utility support, activation or cut-off, as needed
  - b) For fuel farms/storage areas verify that the Main Fuel Farms Foam System, which [REDACTED] has been utilized (if warranted), and that a backup supply of [REDACTED] If no foam system is available, assure that an uninterrupted supply of AFFF concentrate is made available, either by tanker truck or ARFF equipment.
  - c) Determine if an evacuation of any area is warranted. If so, notify the OCC and advise the CPD/APD to assist in evacuation in accordance with the EOP Annex J
  - d) Initiate the tactical on scene Incident Command System to accomplish life safety and fire control activities as follows:
    - i. Rescue
    - ii. Fire control and extinguishment
    - iii. Evacuation of uninjured persons
    - iv. Emergency Medical Services
  - e) Advise off-airport fire rescue equipment responding to report to the assigned staging area(s). See ORD Exhibits 1 and 2 located at the end of Annex F.
  - f) Communicate the status of firefighting activities to the Incident Communications Vehicle (if present), the OCC, and the IMC (if activated).
  - g) Report if the on airport ARFF capacity falls below Index "E" [REDACTED]. The AAO Section must be notified if airport ARFF Index falls below minimum levels.
  - h) Maintain control of scene until the scene is released to the CDA or to the appropriate investigating agency.

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- i) Return airport firefighting equipment to their stations as soon as possible to be available in the event of an aircraft emergency.
- j) Investigate cause and origin of the fire in conjunction with the Chicago Police Department's Bomb and Arson squad.

**C. Chicago Police Department (CPD) & Aviation Police Department (APD) Responsibilities**

1. Fire scene security is the responsibility of the Chicago Police Department and the Chicago Department of Aviation Police Department. CPD/APD will provide activities which relate to traffic control, crowd control, security, and other extra-ordinary law enforcement functions and will conduct these actions in cooperation of the IC structure.
2. CPD/APD will ensure the following actions are taken:
  - a) If the call is not received from the CFD, notify the CFD via the OCC. OCC will then in turn notify the AAO.
  - b) Respond to fire scene IC with a patrol unit that will function as a communications vehicle to direct additional responding police personnel. All police units must be escorted by CDA approved personnel to and from any open movement areas not accessible by service/access road. See ORD Exhibits 1 and 2 at the end of Annex F.
  - c) Secure and control access to the scene of the fire to permit only essential personnel to enter the site to:
    - i. Protect the injured and perform rescue functions
    - ii. Protect bystanders from injury
    - iii. Protect property
    - iv. Preserve the fire scene for investigation
  - d) Establish and operate access routes to the fire area to control the movement of people and equipment into and out of the scene.
  - e) Control crowds and traffic in the vicinity of the fire and at airport access/egress roads in support of CFD actions.
  - f) Establish and implement traffic rerouting plans in coordination with the AAO Section for fires in or around Movement Areas.
  - g) If the situation warrants evacuation, CPD will coordinate with CDA and TSA personnel for evacuation of airport terminals and proceed to evacuate under the direction of the IC and in accordance with the EOP Annex J.
  - h) Investigate cause and origin of the fire in conjunction with the CFD

**D. Chicago Department of Aviation (CDA) Responsibilities**

1. The City of Chicago, through its Department of Aviation is responsible for operations of Chicago O'Hare International Airport during structural or fuel farm/storage area fires. This includes the authority to restrict or close any or all movement areas via issuance of appropriate Notice to Airmen (NOTAMS) and determining the level of continuing airport functionality by focusing on continuity of operations issues in accordance with the basic plan. Any CDA personnel receiving a fire alarm will immediately notify the O'Hare Communications Center (OCC).
2. The Following CDA section will ensure their respective actions are taken:

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a) **Administration**

- i. Activate the IMC in accordance with the basic plan, as needed.
- ii. Send appropriate individuals to the IMC to act as Incident Management Support Team (IMST), as needed
- iii. Perform IMC duties as appropriate
- iv. Once CFD has secured, CDA will direct cleanup activities.

b) **Airport Airfield Operations (AAO)**

- i. If requested by the Incident Commander, an AAO Supervisor will respond to the scene, and in cooperation with the CFD assess the situation.
- ii. At the time any requested equipment/personnel arrives at any staging area, approved CDA personnel will escort the equipment/personnel under direction and authority of the AAO Section (see ACM Section 303).
- iii. Determine the need to close specific or all aircraft movement areas and issue the appropriate NOTAMs with ATCT coordination. Once an aircraft movement area is closed only an Airport Operations Supervisor (AOS) has the authority to reopen the area pending the following:
  - (i) Areas are safe and secure.
  - (ii) Areas have been properly inspected in accordance with the Airport Self Inspection Program, [REDACTED], and meet all FAR Part 139 standards.
- iv. If requested, the AAO Section will assist the CFD and CPD in maintaining site security and controlling site access.
- v. If required, the AAO Section will coordinate the relocation of aircraft either threatened by the fire or hindering firefighting efforts.

c) **Vehicle Services and Trades**

- i. Provide CDA approved escorts to assist in the provision of required resources, and movement of resources, equipment, and personnel to and from the incident scene.
- ii. Assist/provide critical services including, utility support (activation/cut-off), maintenance services, and clean up if needed.

E. **Aircraft Operator/ Airport Tenant Responsibilities**

1. The Aircraft Operator/Tenant is responsible to ensure that all responding personnel under their jurisdiction are properly badged and use airport service roads whenever possible to respond to and from the scene. Where access to the movement area is needed it is mandatory to obtain a CDA approved escort provided by the AAO Section. No person or equipment shall interfere with or obstruct the movement of emergency services, personnel, or equipment.
2. The Operator/Tenant involved shall be responsible for initiating the following actions:
  - a) Respond to the scene and provide assistance to the CFD in gaining access to the fire site.
  - b) Following the direction of the CFD, assist in efforts to protect threatened, but not involved, facilities and equipment.

- c) Once CFD has secured and other investigating agencies have released the site, develop plans in conjunction with CDA for the cleanup and restoration of the fire site.



**FAA Air Traffic Control Tower  
Structural/Fuel Farm and Storage area Fire Checklist**

Task	Completed
Notify CFD via OCC direct line or [REDACTED]	
Direct aircraft away from fire area and closed areas as necessary	
Direct emergency equipment on the movement area as required	
Alert others in accordance with FAA Directives	

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FAA Approval Date: 10/24/2011

**Chicago Fire Department  
Structural/Fuel Farm and Storage area Fire Checklist**

Task	Completed
Initiate Incident Command and establish a command post	
Request, if needed, additional assets via MABAS	
Advise off-airport assets of needed information and staging areas to be used.	
Initiate on scene life safety operations and fire control	
Rescue	
Fire control & extinguishment	
Evacuation of uninjured	
Emergency Medical Services	
If fuel farm or storage area:	
Verify main fuel farm foam system has dispensed	
Ensure backup tanker is in route	
If area has no foam system insure AFFF concentrate is available	
Determine if evacuation is needed, if so	
Notify OCC	
Request CPD assistance in evacuation	
Work with facility operator to control/suspend operations and utilities as needed	
Communicate status of emergency and other appropriate information	
Incident Communications Vehicle	
OCC	
IMC (if activated)	
Report if airport ARFF capability falls below Index "E"	
Release the scene to the CDA or investigating agency once deemed safe	
Return ARFF equipment to stations	
Assist CPD with investigation of cause and origin	

**Chicago Police Department / Chicago Department of Aviation Police  
Structural/Fuel Farm and Storage area Fire Checklist**

Task	Completed
Respond to IC with command unit to direct and control other police units	
Set up scene security & control access to scene	
Conduct crowd & traffic control activities	
At fire scene (if in or around movement areas coordinate traffic routes with AAO)	
At airport access & egress roads	
If required, assist in evacuation of area	
Assist CFD in the investigation of cause and origin of fire	

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**Chicago Department of Aviation  
Structural/Fuel Farm and Storage area Fire Checklist**

**Administration**

<b>Task</b>	<b>Completed</b>
Activate IMC as needed	
Send IMST staff to IMC	
Perform IMC duties as appropriate	
Direct cleanup activities	

**Airport Airfield Operations**

<b>Task</b>	<b>Completed</b>
Dispatch AAO Supervisor to fire scene, if requested by CFD	
If requested, provide CDA approved escorts	
Close affected areas of movement area as needed	
If requested, assist with site security and access	
Coordinate relocation of aircraft as needed	

**Vehicle Services and Trades**

<b>Task</b>	<b>Completed</b>
Provide CDA approved escorts if requested	
Assist/provide critical services and cleanup	

**Aircraft Operator/ Airport Tenant  
Structural/Fuel Farm and Storage area Fire Checklist**

Task	Completed
Send a representative to the fire scene	
Assist in efforts to protect threatened but not involved facilities and equipment	
Develop cleanup and restoration plans in conjunction with CDA	

Fuel Farms &  
Fuel Filling  
Stations Map  
omitted

## Section 4

### Natural Disasters

#### I. Purpose

- A. The information contained in this hazard specific appendix is meant to supplement the Basic Plan and Functional Annexes of the Airport's Emergency Operations Plan. It defines responsibilities and describes actions to be taken in the event of a Natural Disaster at O'Hare International Airport.

#### II. Situations and Assumptions

- A. The Chicago Department of Aviation (CDA) will organize response and recovery efforts through the use of the Incident Command System and will activate the Incident Management Center (IMC) in accordance with the Basic Plan as support for the tactical on-scene Incident Command (IC) until a transfer of command takes place.
- B. Planning and response efforts are preformed with the intent of providing emergency services to the affected areas by the most rapid methods.
- C. Refer to ORD Exhibit 1 located at the end of Annex F for O'Hare International Airport's Emergency Response Map.
- D. Natural Disasters That O'Hare International Airport may be subjected to include:
1. Earthquakes
  2. Severe Weather, including but not limited to, high winds, tornadoes, and blizzards
  3. Floods
- E. It is assumed that natural disasters can occur at any time, with or without warning.
- F. Due to the fact that a natural disaster will impact a wide geographical area it is understood that off-airport resources, including emergency response mutual aid, may be limited and will be planned for accordingly.
- G. Since it is probable that telephone, cellular phone, and radio signal repeaters may be out of services following a natural disaster, alternative communications plans may be required to communicate.
- H. Due to the effects of a natural disaster it is understood that airport utilities may be interrupted and backup power will be provided for critical facilities. A general list of critical facilities is located in the basic plan and [REDACTED] is maintained by the CDA Safety and Security Section.
- I. **Earthquakes**
1. There are two earthquake "hot spots" in the Central United States that impact Illinois. The New Madrid Seismic Zone lies within the Central Mississippi Valley, from Cairo, Illinois, through southeastern Missouri, western Kentucky, western Tennessee and northeast Arkansas. The epicenter of the zone is located just west and northwest of Memphis, Tennessee. The Wabash Valley Seismic Zone is located in southeastern Illinois and southwestern Indiana, with its epicenter located between Mt. Vernon, Illinois, and West Franklin, Indiana. Please refer to the hazard vulnerability assessment located within the basic plan for more information on Earthquake hazards.

**J. Severe Weather**

1. All areas of Illinois, including O'Hare International Airport, are subject to experience severe weather including: severe thunderstorms, high winds, tornados, and winter storms. Please refer to the hazard vulnerability assessment located within the basic plan for more information on severe weather hazards.
2. Refer to O'Hare International Airport's, FAR Part 139 mandated, Snow and Ice Control plan for planning and response efforts to winter storms.
3. O'Hare International Airport subscribes to a certified weather service that updates weather conditions every three (3) hours. Additional special advisories and warnings will be issued as conditions warrant.
4. Pre-notification may occur in severe weather events through the above mentioned forecasting. In this event alerting and notification will be made airport wide, Incident command may be initiated and the IMC may be activated in order to minimize the impact of the approaching severe weather.

**K. Floods**

1. All areas of Illinois, including O'Hare International Airport, are subject to experience flooding from severe storms, heavy rainfall, and snow melt. While flooding is more likely to happen in warm weather months it is possible, due to fast snow melts, to have flash flood events in winter months. Please refer to the hazard vulnerability assessment located within the basic plan for more information on flooding hazards.
2. O'Hare International Airport has [REDACTED] water detention basins located on airport property, [REDACTED] to help mitigate water run-off from severe storms and heavy rainfall.

**III. Concept of Operations**

- A. Following a significant natural disaster the airports initial strategic objectives are as follows:
1. Rescue, fire fighting, and emergency medical services;
  2. Provide safe shelter to all affected;
  3. Inspect and minimize further damage to facilities, aircraft movement areas, and transportation infrastructures;
  4. Restoration of utilities, aircraft movement areas, transportation infrastructures, and facilities;
  5. Coordinate with local, state, and federal agencies for response and recovery initiatives.
- B. Since it is likely that a natural disaster will cause a wide range of injuries and damage, initial response will be lead by the Chicago Fire Department until all life safety issues are resolved. At that time, command will transfer to the CDA or IMC (if activated) who will focus on continuity of operations and restoration of airport facilities and infrastructure.
- C. All hazard functional annexes have been written to provide additional provisions and responsibilities with regards to; communications and warnings, emergency public information, damage assessment and debris management, law enforcement, fire and rescue, resource and supply, public works, evacuation and shelter in place, reception and care, health and medical, and extreme weather.

**IV. Organization & Assignment of Responsibilities**

**A. Air Traffic Control Tower (ATCT) Responsibilities**

1. Following a natural disaster ATCT will be responsible for initiating the following actions:
  - a) Report any observed or reported structural, electrical, or other damage on the airport to the AAO Section.
  - b) Report any debris on the airfield to the AAO Section for immediate corrective action.



- c) Direct air and ground traffic to avoid areas of known damage.
  - d) Coordinate with the AAO Section whether to continue or when to resume airport operations.
  - e) Inspect FAA owned, operated, or maintained facilities and equipment for damage.
  - f) Should evacuation of the ATCT be necessary, implement alternative procedures to control air and ground traffic.
2. Immediate action will be taken by the AAO Section to close the runway/taxiway/apron/ramp if air carrier operations are deemed unsafe on the area of concern. The area will not be opened until the Airfield Operation's Supervisor (AOS) at the site has determined it to be safe for air carrier operations and the required notifications have been made. See the Airport Certification Manual – Section 339, Airport Condition Reporting

**B. Chicago Fire Department (CFD) Responsibilities**

- 1. The Chicago Fire Department's first responding Command Officer shall initiate Incident Command, establish an Incident Command Post (ICP), and request and manage fire rescue mutual aid assistance as needed/available, as specified by ICS/NIMS.
- 2. CFD will be responsible for initiating the following actions following a Natural Disaster:
  - a) Initiate the tactical on scene Incident Command System to accomplish life safety and fire control activities as follows:
    - i. Rescue
    - ii. Fire control and extinguishment
    - iii. Emergency Medical Services
  - b) Determine if an evacuation of the area is warranted. If so, notify the OCC and advise the CPD to assist in evacuation in accordance with the EOP Annex J
  - c) Advise off-airport fire rescue equipment responding to report to the assigned staging area(s). See ORD Exhibits 1 and 2 at the end of Annex F.
  - d) Communicate the status of firefighting activities to the Incident Command Van (if present), the OCC, and the IMC (if activated).
  - e) Provide an initial damage assessment to include information such as number of injured and deceased, damage to facilities, transportation infrastructure (roads and bridges), and utilities.
  - f) Maintain control until all life safety and firefighting activities are complete and then release the scene to the CDA or IMC (if activated).
  - g) Relocate equipment to strategic points as required due to the effects of the natural disaster.

**C. Chicago Police Department (CPD) & Aviation Police Department (APD) Responsibilities**

- 1. Disaster scene and airport security is the responsibility of the Chicago Police Department and the Chicago Department of Aviation Police Department. CPD/APD will provide activities which relate to traffic control, crowd control, security, and other extra-ordinary law enforcement functions and will conduct these actions in cooperation of the IC structure. CPD will be responsible for requesting and managing law enforcement mutual aid as need/available.

2. CPD/APD will ensure the following actions are taken:
  - a) Respond to the IC with a patrol unit that will function as a communications vehicle to direct additional responding police personnel. All police units must be escorted by CDA approved personnel to and from any open movement areas not accessible by service/access road. See ORD Exhibits 1 and 2 at the end of Annex F.
  - b) Secure and control access to affected buildings, critical facilities, mass care/shelter sites, and disaster areas to permit only essential personnel to enter the site to:
    - i. Protect the injured and perform rescue functions
    - ii. Protect bystanders from injury
    - iii. Protect property
  - c) Establish and operate access routes to the disaster sites to control the movement of people and equipment into and out of the scene.
  - d) Control crowds and traffic in the vicinity of the disaster sites and at airport access/egress roads in support of CFD actions.
  - e) Establish and implement traffic rerouting plans in coordination with the AAO Section for disaster sites in or around Movement Areas.
  - f) If the situation warrants evacuation, CPD will coordinate with CDA and TSA personnel for evacuation of airport terminals and proceed to evacuate under the direction of the IC and in accordance with the EOP Annex J.
  - g) Communicate the status of law enforcement activities to the Incident Command Van (if present), the OCC, and the IMC (if activated).
  - h) Assist CFD in providing an initial damage assessment to include information such as number of injured and deceased, damage to facilities, transportation infrastructure (roads and bridges), and utilities.

**D. Chicago Department of Aviation (CDA) Responsibilities**

1. The City of Chicago, through its Department of Aviation is responsible for operations of Chicago O'Hare International Airport during and following a Natural Disaster. This includes the authority to restrict or close any or all movement areas via issuance of appropriate Notice to Airmen (NOTAMs) and determining the level of continuing airport functionality by focusing on continuity of operations issues in accordance with the basic plan. After command of the disaster area is released by the CFD to the CDA, the CDA will be responsible for the restoration of the airport and its operations.
2. The Following CDA section will ensure their respective actions are taken:
  - a) **Administration**
    - i. If pre-notification of an impending severe weather event occurs the CDA will determine the need to activate the IMC in order to conduct activities to mitigate the impact of the event.
    - ii. Activate the IMC in accordance with the basic plan, as needed.
    - iii. Send appropriate individuals to the IMC to act as Incident Management Support Team (IMST), as needed
    - iv. Perform IMC duties as appropriate

- v. Coordinate with the OCC to ensure appropriate public safety addresses are being made and all notifications of forecasted or already transpired natural disasters have been made to the community, agencies, and tenants.
  - vi. Coordinate the efforts of other city departments to accomplish the following activities:
    - (i) Maintain adequate water supply for firefighting.
    - (ii) Maintain adequate electric power for all essential airport functions.
    - (iii) Conduct damage assessments as required.
    - (iv) Mobilize maintenance forces to begin repairs as necessary.
    - (v) Establish roadblocks and barricades on airport property as necessary.
  - vii. Once CFD has completed all life saving and firefighting activities a transfer of command to the CDA will take place. The CDA will then direct airport restoration activities.
- b) **Airport Airfield Operations (AAO)**
- i. Utilizing the subscribe weather forecasting services make appropriate pre and post notifications to the appropriate CDA Administrative Staffing, the OCC, and CDA airfield personnel.
  - ii. Send an AOS to the ICP to assist and coordinate recovery activities.
  - iii. Determine the need to close specific or all aircraft movement areas and issue the appropriate NOTAMs with ATCT coordination. Once an aircraft movement area is closed only an Airport Operations Supervisor (AOS) has the authority to reopen the area pending the following:
    - (i) Areas are safe and secure.
    - (ii) Areas have been properly inspected in accordance with the Airport Self Inspection Program, the Airport Certification Manual, and meet all FAR Part 139 standards.
  - iv. Following a natural disaster event the AAO section will ensure that supplemental airfield inspections are completed for runways, taxiways, and associated lighting, signage, and marking systems.
  - v. At the time any requested equipment/personnel arrives at any staging area, approved CDA personnel will escort the equipment/personnel under direction and authority of the AAO Section (see ACM Section 303).
  - vi. The AAO Section will coordinate with the ATCT regarding the continuation or resumption of air carrier operations as determined by CDA Administrative Staffing and/or the IMC.
- c) **Vehicle Services and Trades**
- i. Upon notification of an impending natural disaster, airfield construction escorts will notify the airfield construction site foreman of the event and any instructions received from the AAO Section.
  - ii. Provide CDA approved escorts to assist in the provision of required resources, and movement of resources, equipment, and personnel to and from the disaster sites.
  - iii. Assist/provide critical services including, utility support (activation/cut-off), maintenance services, and clean up if needed.

**E. Aircraft Operator/Tenant Responsibilities**

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1. The Aircraft Operator/Tenant is responsible to ensure that all responding personnel under their jurisdiction are properly badged. No person or equipment shall interfere with or obstruct the movement of emergency services, personnel, or equipment.
2. The Operator/Tenant involved shall be responsible for initiating the following actions:
  - a) Take reasonable and practical precautions to prevent and/or minimize the danger to persons, equipment, and property within the area of their responsibility.
  - b) Following the direction of the IC and assist, when requested, in efforts of response and recovery and in protecting persons, equipment, and property within the area of their responsibility.
  - c) Inspect facilities owned, operated, or maintained by the operator/tenant and report all findings to the IC, IMC, or CDA as appropriate.

**FAA Air Traffic Control Tower  
Natural Disaster Checklist**

Task	Completed
Report observed or reported damage and debris to the AAO Section	
Direct aircraft away from closed and/or known areas of damage	
Inspect FAA owned/operated facilities and equipment	
If evacuating ATCT, implement alternative traffic control procedures	

### Chicago Fire Department Natural Disaster Checklist

Task	Completed
Initiate Incident Command and establish a command post	
Request, if needed, additional assets via MABAS	
Advise off-airport assets of needed information and staging areas to be used.	
Initiate on scene life safety operations and fire control	
Rescue	
Fire control & extinguishment	
Emergency Medical Services	
Determine if evacuations are needed, if so	
Notify OCC	
Request CPD assistance in evacuation	
Communicate status of emergency and other appropriate information	
Incident Command Van	
OCC	
IMC (if activated)	
Provide initial damage assessment to the IMC	
Release the scene to the CDA or IMC (if activated)	
Relocate equipment as needed	

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**Chicago Police Department / Chicago Department of Aviation Police  
Natural Disaster Checklist**

Task	Completed
Respond to IC with command unit to direct and control other police units	
Set up site security & control access to sites	
Conduct crowd & traffic control activities	
At disaster sites (if in or around movement areas coordinate traffic routes with AAO)	
At airport access & egress roads	
If required, assist in evacuation of disaster sites	
Communicate status of emergency and other appropriate information	
Incident Command Van	
OCC	
IMC (if activated)	
Assist CFD in providing initial damage assessments	

### Chicago Department of Aviation Natural Disaster Checklist

#### Administration

Task	Completed
Activate IMC as needed	
Send IMST staff to IMC	
Perform IMC duties as appropriate	
Ensure appropriate alerts and notifications have been made by the OCC	
Coordinate action of other city departments to:	
Maintain adequate water supply for firefighting	
Maintain adequate electrical power	
Conduct damage assessments	
Mobilize maintenance forces to begin repairs	
Establish roadblocks and barricades on airport property as necessary	
Assume IC, after CFD transfer of command, and begin airport restoration activities.	

#### Airport Airfield Operations

Task	Completed
Make appropriate pre and post notifications to:	
CDA Administrative Staffing	
OCC	
CDA airfield personnel	
Send an AOS to the ICP for support activities	
Close affected aircraft movement areas as needed	
Conduct supplemental airfield inspections	
Direct CDA escorts to assist in response and recovery activities	
Coordinate with the ATCT regarding suspension and resumption of air carrier operations	

#### Vehicle Services and Trades

Task	Completed
Construction escorts will notify airfield construction site foreman of event and instructions received	
Provide CDA approved escorts if requested	
Assist/provide critical services and cleanup	



**Aircraft Operator/Tenant  
Natural Disaster Checklist**

Task	Completed
Take precautions to mitigate damage within area of responsibility	
Assist and follow directions of the TC within area of responsibility	
Inspect owned/operated/maintained facilities for damage and report to appropriate parties.	

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## Section 5

### Hazardous Materials Incidents

#### I. Purpose

- A. The information contained in this hazard specific appendix is meant to supplement the Basic Plan and Functional Annexes of the Airport's Emergency Operations Plan. It defines responsibilities and describes actions to be taken in the event of a Hazardous Materials Incident at O'Hare International Airport.

#### II. Situations and Assumptions

- A. The Chicago Department of Aviation (CDA) will organize response and recovery efforts through the use of the Incident Command System and will activate the Incident Management Center (IMC) in accordance with the Basic Plan as support for the tactical on-scene Incident Command (IC).
- B. Planning and response efforts of this hazard specific appendix are preformed in accordance with Annex H (Hazardous Materials Response) of the Airports Emergency Operations Plan (EOP).
- C. Refer to ORD Exhibit 1 located at the end of Annex F for O'Hare International Airport's Emergency Response Map.
- D. Persons discovering a hazardous material spill/release should notify the CFD by calling the OCC via commercial telephone at [REDACTED]
- E. The Safety Section of CDA maintains the list of facilities at the Airports which contain Hazardous Materials. Additional information such as facility coordinators, facility locations and complete Tier II forms for each site is located in the IMC. This information is readily available for use in emergencies and for public information in accordance with SARA Title III.
- F. The transportation of hazardous materials within O'Hare Airport poses a threat to the Airport. Such materials cannot be identified in advance. Some type of hazardous material may be found on any Airport Service Roads, railroad (on Airport Perimeters) or pipelines supplying fuel to the Airports. The special routes and facilities, which may require notification and assistance because of their proximity to the Airports, are maintained in the IMC.
- G. Emergency Service Personnel will be trained in accordance with Annex H (Hazardous Materials Response) of the Airports Emergency Operations Plan (EOP).
- H. For the purpose of emergency response, each aircraft accident/incident will be considered a potential hazardous materials incident.
- I. The Chicago Fire Department has a decontamination apparatus for on-scene decontamination dedicated for first responders. They also have on-scene decontamination capabilities for non-responder victims.

#### III. Concept of Operations

- A. The Chicago Fire Department (CFD) will retain the role of On-Scene Incident Commander until the immediate threat to public safety is abated. Thereupon, the On-Scene Incident Command will be turned over to the Responsible Party (spiller) who has primary responsibility for cleanup of the spill/release.

- B. The Chicago Fire Department (CFD) will exercise broad lawful authority, within existing capabilities, to protect life and property threatened by hazardous materials incidents, to include ordering evacuations, in-place sheltering, and necessary actions to contain the spill or release. For the purpose of this plan, a hazardous material is defined as "any substance or material, including radioactive materials, which, when uncontrolled, can be harmful to people, animals, property, or the environment."
- C. The degree of hazardous material incidents may vary from low level (Level I), to a higher level (Level III) involving an aircraft and/or airport incident. The primary objective is to prevent the spread of leaking hazardous materials by vehicle and pedestrians moving through the area. The restricted area will be the area containing suspected hazardous material/dangerous goods spill or leak that should be restricted to prevent contamination of pedestrians and equipment.

#### IV. Organization & Assignment of Responsibilities

##### A. Air Traffic Control Tower (ATCT) Responsibilities

- 1. Following notification of a Hazardous Materials incident, the ATCT shall initiate the following actions:
  - a) If not notified by the CPD, CFD, OCC, or AAO, notify:
  - b) Chicago Fire Department/Chicago Police Department, via OCC.
  - c) Department of Aviation - Airport Airfield Operations (AAO) Section.
  - d) The ATCT shall not allow aircraft to land, take off, or taxi through a potentially contaminated area
  - e) Immediate action will be taken by the AAO Section to close the runway/taxiway/apron/ramp if air carrier operations are deemed unsafe on the area of concern. The area will not be opened until the Airfield Operation's Supervisor (AOS) at the site has determined it to be safe for air carrier operations and the required notifications have been made. See the Airport Certification Manual -- Section 339, Airport Condition Reporting.

##### B. Chicago Fire Department (CFD) Responsibilities

- 1. The Chicago Fire Department's first responding Command Officer shall initiate Incident Command, establish an Incident Command Post (ICP), and request mutual aid assistance if needed, as specified by ICS/NIMS. During Hazardous Materials incidents CFD provides such services as on-scene assessment, search and rescue, emergency medical, pre-hospital care, limited decontamination, limited containment, and other actions designed to protect the public and first responders, property, and environment.
- 2. Upon arrival at the scene of a Hazardous Materials Incident, the CFD will be responsible for initiating the following actions:
  - a) Depending on the material/chemical present, weather conditions, amount of spill, etc., the On-Scene Incident Commander will establish a hot zone (contamination area), warm zone corridor (decontamination corridor), and a cold zone. The Incident Command Post will be located outside the warm zone.
  - b) Coordinate with the affected Facilities Emergency Coordinator to obtain updated facility emergency plan, available chemical information, and make an assessment of the situation. Emergency response information from files should also be made available to the CFD including chemical characteristics, material safety data sheets, and site plans showing locations of chemicals. Using all procured information attempt to identify material.

- c) Determine if an evacuation of the area is warranted. If so, notify the OCC and advise the CPD/APD to assist in evacuation in accordance with the EOP Annex J
- d) Decontamination of victims must be accomplished in the field (on-scene). Victim decontamination capability may be limited at area hospitals. All personnel and equipment must also be evaluated/decontaminated prior to leaving the affected area.
- e) Communicate the status of the incident activities to the Incident Command Van (if present), the OCC, and the IMC (if activated).
- f) Report if the on airport ARFF capacity falls below Index "E" (See Airport Certification Manual Section 315). The AAO Section must be notified if airport ARFF Index falls below minimum levels.
- g) After abatement of the public safety threat, transfer command over to the Responsible Party (owner or operator) if available, the State On-Scene Coordinator (SOSC), or the Federal On-Scene Coordinator (FOSC) as appropriate.

**C. Chicago Police Department (CPD) & Aviation Police Department (APD) Responsibilities**

- 1. Scene security is the responsibility of the Chicago Police Department and the Chicago Department of Aviation Police Department. CPD/APD will provide activities which relate to traffic control, crowd control, security, and other extra-ordinary law enforcement functions and will conduct these actions in cooperation of the IC structure.
- 2. CPD/APD will ensure the following actions are taken:
  - a) Respond to incident scene IC with a patrol unit that will function as a communications vehicle to direct additional responding police personnel. All police units must be escorted by CDA approved personnel to and from any open movement areas not accessible by service/access road. See exhibits 1 and 2 at the end of Annex F.
  - b) Secure and control access to and from the scene of the incident and all CFD determined zones to permit only essential personnel to enter the site to:
    - i. Protect the injured and perform rescue functions
    - ii. Protect bystanders from injury
    - iii. Protect property
  - c) Establish and operate access routes to the affected area to control the movement of people and equipment into and out of the scene.
  - d) Control crowds and traffic in the vicinity of the scene and at airport access/egress roads in support of CFD actions.
  - e) Establish and implement traffic rerouting plans in coordination with the AAO Section for incidents in or around Movement Areas.
  - f) Enforce Orders of the Chicago Fire Department and implement/enforce evacuation orders, when necessary, in accordance with the EOP Annex J.
  - g) Implement appropriate investigative actions when criminal actions may be involved.
  - h) Provide security for impacted facilities and assist the Chicago Fire Department in restricting access to unsafe buildings or areas.

**D. Chicago Department of Aviation (CDA) Responsibilities**

1. The City of Chicago, through its Department of Aviation is responsible for operations of Chicago O'Hare International Airport during Hazardous Materials Incidents. This includes the authority to restrict or close any or all movement areas via issuance of appropriate Notice to Airmen (NOTAMs) and determining the level of continuing airport functionality by focusing on continuity of operations issues in accordance with the basic plan.
2. The Following CDA section will ensure their respective actions are taken:
  - a) **Administration**
    - i. Activate the IMC in accordance with the basic plan, as needed.
    - ii. Send appropriate individuals to the IMC to act as Incident Management Support Team (IMST), as needed
    - iii. Perform IMC duties as appropriate
    - iv. Once CFD has turned command of the scene over to the responsible party, The CDA's Environmental Section will maintain close oversight of the cleanup activities.
  - b) **Airport Airfield Operations (AAO)**
    - i. If requested by the Incident Commander, an AAO Supervisor will respond to the ICP and coordinate AAO response efforts as requested by the IC.
    - ii. At the time any requested equipment/personnel arrives at any staging area, approved CDA personnel will escort the equipment/personnel under direction and authority of the AAO Section (see ACM Section 303) in conjunction with IC orders.
    - iii. Determine the need to close specific or all aircraft movement areas and issue the appropriate NOTAMs with ATCT coordination. Once an aircraft movement area is closed only an Airport Operations Supervisor (AOS) has the authority to reopen the area pending the following:
      - (i) Areas are safe and secure.
      - (ii) Areas have been properly inspected in accordance with the Airport Self Inspection Program, the Airport Certification Manual, and meet all FAR Part 139 standards.
  - c) **Vehicle Services and Trades**
    - i. Provide CDA approved escorts to assist in the provision of required resources, and movement of resources, equipment, and personnel to and from the incident scene.
    - ii. Assist/provide critical services including, utility support (activation/cut-off), maintenance services, diking capabilities and support for protecting storm drain systems and connecting water resources, and placement of requested traffic control devices.

**E. Aircraft Operator/Tenant/Responsible Party Responsibilities**

1. The Aircraft Operator/Tenant/Responsible Party is responsible to ensure that all responding personnel under their jurisdiction are properly badged and use airport service roads whenever possible to respond to and from the scene. Where access to the movement area is needed it is mandatory to obtain a CDA approved escort provided by the AAO Section. No person or equipment shall interfere with or obstruct the movement of emergency services, personnel, or equipment.
2. The Operator/Tenant/Responsible Party involved shall be responsible for initiating the following actions:

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- a) Respond to the ICP and provide assistance and/or information to the CFD to include updated facility emergency plan and available chemical information. Emergency response information from files are to be made available to the first responders, including chemical characteristics, material safety data sheets, and site plans showing locations of chemicals.
- b) Following the direction of the CFD, assist in efforts to protect threatened, but not involved, facilities and equipment, and evacuation of affected areas.
- c) Once the immediate threat to public safety is abated, the scene will normally be turned over to the Responsible Party (spiller) who will have primary responsibility for cleanup, disposal, restoration, and damages. The CDA Environmental Section will maintain a close oversight role. Chicago Fire Department may provide on-scene backup medical, fire, and rescue capability.

**FAA Air Traffic Control Tower  
Hazardous Materials Incident Checklist**

Task	Completed
Notify CFD/CPD via OCC direct line or [REDACTED] notified by them originally	
Notify the AAO section via direct line or [REDACTED] not notified by them originally	
Direct aircraft away from affected area if necessary	
Direct emergency equipment on the movement area as required	
Alert others in accordance with FAA Directives	

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### Chicago Fire Department Hazardous Materials Incident Checklist

Task	Completed
Initiate Incident Command and establish a command post	
Establish Perimeters around the affected area:	
Hot Zone	
Warm Zone Corridor	
Cold Zone (ICP to be located within this zone)	
Coordinate with responsible party to secure all needed information about affected area and chemicals and identify the material.	
Determine if evacuation is needed, if so	
Notify OCC	
Request CPD/APD assistance in evacuation	
Provide required emergency services to include life saving services on scene decontamination of any contaminated persons and property.	
Communicate status of emergency and other appropriate information	
Incident Command Van	
OCC	
IMC (if activated)	
Report if airport ARFF capability falls below Index "E"	
After scene is secure, transfer command to responsible party	



**Chicago Police Department / Chicago Department of Aviation Police  
Hazardous Materials Incident Checklist**

Task	Completed
Respond to IC with command unit to direct and control other police units	
Set up scene security & control access to scene	
Conduct crowd & traffic control activities	
At incident scene (if in or around movement areas coordinate traffic routes with AAO)	
At airport access & egress roads	
If required, implement/enforce evacuation of area	
Enforce all orders of the CFD	
If criminal act, implement appropriate investigative actions	
Provide security for impacted facilities	

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Revision Date: \_\_\_\_\_

FAA Approval Date: 17 Nov 2011

**Chicago Department of Aviation  
Hazardous Materials Incident Checklist**

**Administration**

<b>Task</b>	<b>Completed</b>
Activate IMC as needed	
Send IMST staff to IMC	
Perform IMC duties as appropriate	
Environmental section to maintain oversight of cleanup activities	

**Airport Airfield Operations**

<b>Task</b>	<b>Completed</b>
Dispatch AAO Supervisor to ICP, if requested by CFD	
If requested, provide CDA approved escorts	
Close affected areas of movement area as needed and reopen when incident is secure.	

**Vehicle Services and Trades**

<b>Task</b>	<b>Completed</b>
Provide CDA approved escorts if requested	
Assist/provide any requested critical services	

**Aircraft Operator/Tenant  
Hazardous Materials Incident Checklist**

Task	Completed
Send a representative to the ICP	
Provide all requested building and materials information to the CFD	
Assist in efforts to protect threatened but not involved facilities and equipment	
Assist in evacuation of area if ordered by the CFD	
Assume IC role once transferred from CFD	
With CDA Environmental oversight, provide cleanup, disposal, and restoration of affected equipment and facilities.	

## Section 6

### Sabotage, Hijacking Incidents and Other Unlawful Interference

#### I. Purpose

- A. The information contained in this hazard specific appendix is meant to supplement the Basic Plan and Functional Annexes of the Airport's Emergency Operations Plan. It addresses the intended actions in the event of an intentional criminal act of Sabotage, Hijacking, or other unlawful interference incidents at O'Hare International Airport.

#### II. Situations and Assumptions

- A. The Chicago Department of Aviation (CDA) will organize response and recovery efforts through the use of the Incident Command System and will activate the Incident Management Center (IMC) in accordance with the Basic Plan as support for the tactical on-scene Incident Command (IC).
- B. Planning and response efforts are performed with the intent of providing emergency services to the largest number of people involved by the most rapid methods.
- C. Primary guidance for action to be taken under this section will be found in the [REDACTED]. The information given herein is limited to the minimum necessary to accomplish the essential first steps in the process.
- D. Detailed response procedures to hijacking events are addressed in the internal directives of the appropriate law enforcement agencies. For security reasons they are not repeated in this Manual.

#### III. Organization & Assignment of Responsibilities

- A. In the event of an aircraft hijacking, the following agencies have primary responsibility for the direction of activities:
1. The CPD has primary responsibility for law enforcement at Chicago O'Hare International Airport. Where federal statute is involved, this responsibility is passed to federal agencies.
  2. If the aircraft is in motion, the ATCT and the FBI will direct the activities.
  3. If the aircraft is parked, the FBI will have primary responsibility augmented by CPD with notification to the TSA.
  4. All other departments/agencies will cooperate with these agencies as required.
- B. Notify the agencies below in the following order:
1. Federal Aviation Administration (FAA-ROC) [REDACTED]
  2. Federal Bureau of Investigation (FBI) [REDACTED]
  3. Federal Bureau of Investigation 24 Hour [REDACTED]
  4. Transportation Security Administration
    - a) O'Hare Command Center (TSA) [REDACTED]
  5. If Required:
    - a) Department of Energy (DOE)
      - i. Argonne National Laboratory 24 Hour [REDACTED]

## Section 7

### Power Failure: Movement Area Lighting

#### I. Purpose

- A. The information contained in this hazard specific appendix is meant to supplement the Basic Plan and Functional Annexes of the Airport's Emergency Operations Plan. It defines responsibilities and describes actions to be taken in the event of a power failure affecting the movement area lighting at O'Hare International Airport.

#### II. Situations and Assumptions

- A. The Chicago Department of Aviation (CDA) will organize response and recovery efforts through the use of the Incident Command System and will activate the Incident Management Center (IMC) in accordance with the Basic Plan as support for the tactical on-scene Incident Command (IC).
- B. The primary power source for movement area lighting is provided by Commonwealth Edison (ComEd) by the means of [REDACTED]
1. Backup power for movement area lighting is provided by [REDACTED] diesel power generators. [REDACTED]
2. [REDACTED] Vault Generators
- a) [REDACTED]
  - b) [REDACTED]
  - c) Diesel Fuel
  - d) Tested weekly
  - e) Preventative maintenance completed as per manufacturers recommendations
3. [REDACTED] Vault Generators
- a) [REDACTED]
  - b) [REDACTED]
  - c) Diesel Fuel
  - d) Tested weekly
  - e) Preventative maintenance completed as per manufacturers recommendations
- C. During Inclement weather, when in Category II/III operations, the diesel powered generators will be utilized as the primary power source for all airfield movement area lighting with the Com Ed power feeds as back-up power in the event of generator failure.
- D. Lighting Control Computers for controlling lighting and generator function are located in both Airfield Lighting Control Vaults, the AAO Section (Monitor Only), and the FAA ATCT.
- E. Backup generator power is available for the terminal buildings through the generators located in the Heating and Refrigeration (H&R) Building. These generators will supply power to all elevators (to arrive at closest floor), emergency signs, certain ceiling lights and stairway lights.

### III. Organization & Assignment of Responsibilities

#### A. Air Traffic Control Tower (ATCT) Responsibilities

1. Upon failure of movement area power the ATCT will be responsible for initiating the following actions:
  - a) Notify the AAO Section via direct line or [REDACTED]
2. Immediate action will be taken by the AAO Section to close any affected areas to air carrier operations in coordination with the ATCT. The area will not be opened until the AOS at the site has determined it to be safe for air carrier operations and the required notifications have been made. See the Airport Certification Manual – Section 339, Airport Condition Reporting.

#### B. Chicago Department of Aviation (CDA) Responsibilities

1. The City of Chicago, through its Department of Aviation is responsible for operations of Chicago O'Hare International Airport during movement area lighting power failures. This includes the authority to restrict or close any or all movement areas via issuance of appropriate Notice to Airmen (NOTAMs) and determining the level of continuing airport functionality by focusing on continuity of operations issues in accordance with the basic plan. The Airport Airfield Operations (AAO) Section is the lead agency responsible for response and recovery actions of this function.
2. The Following CDA section will ensure their respective actions are taken:
  - a) **Airport Airfield Operations (AAO)**
    - i. The Senior AAO Supervisor on duty will review the Airfield Lighting Control Computer to determine the extent of the power failure and the areas affected.
    - ii. An AOS will be dispatched to the affected areas and to determine the need to close specific or all aircraft movement areas and issue the appropriate NOTAMs with ATCT coordination. Once an aircraft movement area is closed only an Airport Operations Supervisor (AOS) has the authority to reopen the area pending the following:
      - (i) Areas are determined to be safe and secure.
      - (ii) Areas have been properly inspected in accordance with the Airport Self Inspection Program, the Airport Certification Manual, and meet all FAR Part 139 standards.
    - iii. The AAO Section will notify the FAA ATCT and/or FAA Airway Facilities of the situation if initial notification was not received from ATCT, and will inquire if any FAA equipment has been affected by the power failure.
    - iv. The AAO Section will notify the CDA Electrical foreman of all gathered information and request an airfield electrician investigate the power failure.
    - v. The Senior AAO Supervisor will make all required notification pages to the AAO Senior Staff and Power Outage group via [REDACTED] Paging System.
    - vi. Maintain the Electronic Logging System (ELS) in the AAO Section, of the situation and any resulting actions.
  - b) **CDA Electricians**
    - i. Dispatch an airfield electrician to the affected Electrical Control Vaults and/or movement areas to investigate the power failure and return power to affected areas as soon as possible.
    - ii. CDA Electricians will keep the AAO section informed on all aspect of the situation to include, but not limited to;
      - (i) Reason for power failure,
      - (ii) Estimated time to restoration of power,
      - (iii) When power has official been restored.
    - iii. CDA Electrician will contact Commonwealth Edison if it is determined that power failure is due to ComEd feeds.

**FAA Air Traffic Control Tower  
Movement Area Power Failure Checklist**

Task	Completed
Notify the AAO section	
Direct aircraft away from affected movement areas if closed by NOTAM	

**Chicago Department of Aviation  
Movement Area Power Failure Checklist**

**Airport Airfield Operations**

<b>Task</b>	<b>Completed</b>
Review lighting control panel	
Dispatch AOS to affected areas	
Close affected areas of movement area as needed	
Notify FAA ATCT, if initial notification not received from ATCT	
Notify FAA Airway Facilities and inquire if any FAA equipment was affected	
Notify CDA Electrical Foreman	
Notify AAO Senior Staff and Power Outage page group	
Log all information on power failure and actions taken in the ELS	

**CDA Electricians**

<b>Task</b>	<b>Completed</b>
Dispatch Airfield Electrician to affected areas and/or Vaults	
Contact ComEd if failure is due to ComEd feeds	
Keep AAO Section informed of all needed information and actions	



## Section 8

### Water Rescue

#### I. Purpose

- A. The information contained in this hazard specific appendix is meant to supplement the Basic Plan and Functional Annexes of the Airport's Emergency Operations Plan. It defines responsibilities and describes actions to be taken in the event that an aircraft accident occurs in a body of water on or in the vicinity of O'Hare International Airport.

#### II. Situations and Assumptions

- A. The Chicago Department of Aviation (CDA) will organize response and recovery efforts through the use of the Incident Command System and will activate the Incident Management Center (IMC) in accordance with the Basic Plan as support for the tactical on-scene Incident Command (IC).
- B. Planning and response efforts are preformed with the intent of providing emergency services to the largest number of people carried on the largest aircraft serving O'Hare International Airport.
- C. Refer to ORD Exhibit 1 located at the end of Annex F for O'Hare International Airport's Emergency Response Map.
- D. O'Hare International Airport does not contain any significant bodies of water, as defined below, within its jurisdiction.
1. Significant bodies of water are defined as; a body of water or marshland that exceeds one quarter square mile and cannot be traversed by conventional land rescue vehicles, crossed by the approach and departure paths of air carriers, and located within two miles of the runway end.
    - a) Opeka Lake, located 2.01 NM NNE of O'Hare International Airport in Des Plaines Illinois, is considered a significant body of water, however, is outside of the airports jurisdiction.
- E. O'Hare International Airport has several water detention basins as well as two creeks, Willow- Higgins Creek and Crystal Creek, located on airport property that are all considered non-significant bodies of water.
- F. All ARFF units are equipped with the [REDACTED] Squad is also equipped with SCUBA equipment for rescue diving by its personnel.
- G. Additional dive teams may be requested by the IC through the MABAS Mutual Aid Agreement.

#### III. Concept of Operations

- A. In the event an aircraft impacts water, whether it is, any water detention area or creek at Chicago O'Hare International Airport, rescue and recovery operations will be coordinated with Marine Units of the CPD and CFD and in accordance with the Aircraft Accidents/Incidents Hazard Specific Section.
- B. In the event an aircraft impacts Opeka Lake the O'Hare Communications Center (OCC) would contact appropriate authorities for the City of Des Plaines, and CFD and/or CPD would provide assistance to Des Plaines emergency agencies if requested through MABAS and/or ILEAS.

Original Date: June 30, 2011

Revision Date: \_\_\_\_\_

FAA Approval: [Signature]  
FAA Approval Date: 17 Nov 2011